

Proposed appointment process to Academy Council

On conversion to DSAMAT

1. All existing members of the previous governing board are invited to participate in a selection process.
2. A DSAMAT application form and skills audit should be completed and submitted to the Clerk within 14 days of conversion or before.
3. A panel established by the Directors will consider applications and audit and a shortlist for interview be prepared.
4. A delegated person will conduct 30-minute interviews.
5. Appointments will be confirmed or otherwise.
6. The first meeting of the new Academy Council will be in the form of a training session on the ethos of the Trust, scheme of delegation (for Good or Outstanding schools) and the responsibilities etc. of the Academy Council.
7. During the first meeting any vacancies and the skills that are still needed should be identified. An appointment/election process will be set up as soon as possible, following the process below.

Ongoing appointments

Prior to any appointment/election process the Academy Council will consider and decide upon the specific skills and strengths or experience that would be desirable, including the willingness to learn, or skills that would help the council improve its effectiveness and address any specific challenges it may be facing. This may require a Self-evaluation process or carrying out the DSAMAT skills audit.

Foundation Members

1. Existing Academy Council members, the local incumbent and PCC, diocesan team and directors will be offered the opportunity to introduce potential foundation members to the Chair of the Academy Council.
2. A meeting with a potential member will set out¹:
 - a. the core functions and role of the Academy Council, and the induction and other training and development that will be available to new recruits to help them fulfill it;
 - b. the expectations the Academy Council will have of people appointed to the board for example in relation to the term of office, the frequency of meetings, membership of committees and the willingness to undertake appropriate training and development; and
 - c. the specific skills, strengths or experience that would be desirable, including the willingness to learn or skills that would help the board

¹ As recommended in Governance Handbook page 33

- improve its effectiveness and address any specific challenges it may be facing.
- d. Request the potential member complete an application and skills audit and submit to the clerk within a defined period.
3. The application and skills audit will be considered by a person appointed by the Directors and if considered appropriate a more formal interview with the person be held by them and the chair of the Academy Council.
 4. A recommendation to the Trust Board will be made to appoint the new Foundation Member.

Parent Members

1. The DSAMAT recruitment leaflet will be sent to the parent body inviting expressions of interest. This should include the specific skills, strengths and/or experience needed on the Academy Council.
2. A meeting with any potential candidate will set out:
 - a. the core functions and role of the Academy Council, and the induction and other training and development that will be available to new recruits to help them fulfill it;
 - b. the expectations the Academy Council will have of people appointed to the board for example in relation to the term of office, the frequency of meetings, membership of committees and the willingness to undertake appropriate training and development; and
 - c. the specific skills, strengths or experience that would be desirable, including the willingness to learn or skills that would help the board improve its effectiveness and address any specific challenges it may be facing.
 - d. Offer the candidate the opportunity to publish a statement of sufficient length to set out:
 - i. evidence of the extent to which they possess the skills and experience the Academy Council desires²;
 - ii. their commitment to undertake training and development to acquire or develop the skills to make an effective contribution to governance;
 - iii. if seeking re-election, details of their contribution to the work of the board during their previous term of office; and
 - iv. how they plan to contribute to the future work of the board.
 - e. The clerk will arrange for the election by sending out all the statements, provide a ballot paper and indicate the closing date of the election.
 - f. In the event of only one potential candidate standing they would be usually elected by default.

² The purpose of boards providing and publishing information about the role and the skills they ideally require is not to create additional eligibility criteria for potential candidates – which they do not have the power to do. *Governance Handbook 2017 pg 33*

Staff Member

1. Staff should be made aware of the vacancy on the Academy Council by the Headteacher and invited to consider standing for election. They should be made aware of the specific skills, strengths and/or experience needed on the Academy Council.
2. On a given date staff should indicate their willingness to stand for election and in the event of only one potential candidate they will be considered elected. If there is more than one candidate a secret ballot should be held during a staff meeting.

Community Members

1. Existing Academy Council members, school leaders, the diocesan team and the directors will be offered the opportunity to introduce potential community members to the Chair of the Academy Council.
2. An approach will be made by the headteacher and/or the chair of academy council to invite the potential member to consider the opportunity.
3. At a meeting with a potential member the headteacher and/or Chair of the Academy Council will set out:
 - a. the core functions and role of the Academy Council, and the induction and other training and development that will be available to new recruits to help them fulfill it;
 - b. the expectations the Academy Council will have of people appointed to the board for example in relation to the term of office, the frequency of meetings, membership of committees and the willingness to undertake appropriate training and development; and
 - c. the specific skills, strengths or experience that would be desirable, including the willingness to learn or skills that would help the board improve its effectiveness and address any specific challenges it may be facing.
 - d. Request the potential member complete an application and skills audit and submit to the clerk within a defined period.
4. The application and skills audit will be considered by a person appointed by the Directors and if considered appropriate a more formal interview with the person be conducted by them and the chair of the Academy Council.
5. A recommendation to the Trust Board will be made to appoint the new Community Member.